



70TH INTELLIGENCE WING

Supplement 1

27 OCTOBER 2003

Security

**MANAGING THE INFORMATION SECURITY
PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally.

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Supersedes 70 IWI 31-401, 1 December 2000

Pages: 2
Distribution: L

AFI 31-401, 1 November 2001, is implemented as follows. This supplement implements the Information Security Program requirements for the 70th Intelligence Wing (70 IW). This supplement applies to 373 IG, 543 IG, 694 IG, and their subordinate units. This supplement does not apply to 70 IW-gained Individual Mobilization Augmentees (IMA) and 70 IW-gained Air National Guard (ANG) and Air Force Reserves (AFRES) personnel.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

This publication supersedes 70 IWI 31-401. Also, it incorporates AF and AIA information security requirements.

1.3.6.1. SSOs subordinate to 70 IW shall establish an information security program that incorporates all personnel assigned to their group.

1.3.6.2. SSOs subordinate to 70 IW shall establish the local information security policy, procedures, and operating instructions.

1.3.6.3. SSOs subordinate to 70 IW shall advise their commanders on all information security issues.

1.3.6.4. SSOs subordinate to 70 IW shall attend the ISPM hosted security manager meetings, as applicable.

1.3.6.6. SSOs subordinate to 70 IW shall oversee and administer their group information security self-inspection program.

1.3.6.7. SSOs shall report security incidents immediately to AIA/SOC via AMHS MSG and provide an information copy to 70 IW/SF.

1.3.6.10. (Added) SSOs shall maintain an information security web page on both classified and unclassified group web sites. Web pages shall include frequently asked information security questions and answers, security manager information, information security training procedures, information security related forms and templates, and links to NSA security (classified only) and 70 IW SF web pages (both classified and unclassified).

1.4.1. 70 IW security forces shall provide SAVs annually for all subordinate SSOs.

1.4.1.1. (Added) SSOs within 70 IW shall request augmentation from 70 IW security forces when conducting staff assistance visits (SAVs) on subordinate units when the SSO does not have the expertise needed to provide a quality review of the security programs.

1.4.1.2. (Added) SSOs subordinate to 70 IW shall provide higher headquarters with the status and updates on all identified SAV and UCI observations at least monthly until all observations have been either corrected or eliminated.

1.4.5. (Added) Group level SSOs within the 70 IW shall provide information security oversight for all of their subordinate SSOs.

1.7.1. The 70 IW Chief, Security Forces (70 IW/SF) will distribute SF Form 311, Agency Information Security Program Data, sample dates and report suspense dates to subordinate groups. Groups will distribute SF Form 311 sample dates and report suspenses to their subordinate units. Groups will submit SF Form 311 data to 70 IW/SF. 70 IW/SF will consolidate SF Form 311 data and submit to HQ AIA/SOC by the suspense date. Data will be placed on a SF Form 311.

1.7.2. Units will submit Management Information System (MIS) Reporting data to the appropriate Group. Groups will consolidate MIS data and submit to 70 IW/SF not later than 15 January and 15 July.

5.12. **End-of-Day Security Checks.** Security forms and information that is not required for an investigation shall be maintained for no more than 90 days.

JAMES O. POSS, Colonel, USAF
Commander